



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 11- 067**

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** Project Management Specialist, FSN-10

(Salary approx. Tk. 82,232 per month).

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (one  
grade lower than the position grade.)**

**OPENING DATE:** August 30, 2011

**CLOSING DATE:** September 20, 2011

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist** in the Office of Food, Disaster and Humanitarian Assistance (OFDHA).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The USAID Project Management Specialist serves as an a) Food Security Specialist, b) Food Aid Manager, and c) Disaster Management Specialist .

a) As Food Security Specialist, the incumbent is responsible for the planning, formation, and implementation stages of USAID/Bangladesh Title II-supported food aid development assistance and emergency programs. S/he provides strategic guidance in program design, management and evaluation. Liaises with AID/W bureaus such as the Asia and Democracy, Conflict, and Humanitarian Assistance (DCHA) bureaus, Mission offices, international organizations (IOs) and cooperating sponsors (CSs) on Title II program implementation issues and impact. S/he serves as team's principle focal person with the World Food Program (WFP) Country Office, as well as be the Agreement Officer's Technical Representative (AOTR) on at least one major Development Assistance-funded program. The incumbent performs AOTR responsibilities in accordance with the delegations of authority given by the Agreement Officer.

The incumbent is responsible for coordinating the Office of the Food, Disaster and Humanitarian (OFDHA) annual reporting and liaising with the Mission's Program Office on all reports due to Washington.

b) As Food Aid Manager, As a professional member of the OFDHA team managing development food aid resources, s/he serves as activity manager and provides strategic guidance to one of the Title II multi-year assistance programs (MYAP) that aim to improve household food and nutrition security, improve maternal and child health, develop rural infrastructure, build local community capacities, and enhance community level disaster preparedness and response in Bangladesh. As a member of the OFDHA team managing food aid, s/he may provide strategic guidance and periodic backstopping to the other Title II-funded programs.

As a key member of the Mission staff overseeing food aid and disaster management activities, advises USAID/Bangladesh, the Ministry of Food and Disaster Management, Title II CSs, NGOs, IOs, and other members of the donor community on all aspects of U.S. multilateral and bilateral food-assisted development and relief interventions in Bangladesh. Represents USAID in the Agriculture and Food Security Local Consultative Group and is a working member of the subgroup on nutrition. As required, s/he participates in meetings of Senior Mission Staff and is key participant in all Mission programmatic reviews of food aid and disaster programming.



c) As Disaster Management Specialist s/he serves as a FSN on the OFDHA Disaster Team as well as a member of the USAID Mission Disaster Technical Committee (DTC) chaired by the Mission disaster relief officer (MDRO). The incumbent performs tasks as designated by the MDRO and alternate Mission disaster relief officer (AMDRO). S/he is responsible for providing technical advice to the MDRO in emergency disaster situations; gathering information from the GOB and other sources; drafting situation reports; conducting disaster damage needs assessments; and reporting to international donors through the Disaster and Emergency Response local consultative group and the USAID Office of Foreign Disaster Assistance (OFDA). S/he coordinates the diversion of Title II CS food-aid resources to disaster relief activities. The incumbent serves as the primary in-country coordinator and Mission liaison for approval and use of OFDA Non-Food Items (NFI) stockpiles with Title II partners and activities of the Emergency Working Group.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Program Management Specialist for Food Security works with the FDHA team and provides technical and analytical input for all aspects for food security, food aid and disaster management. S/he is involved in a wide range of Food for Peace, food security and humanitarian assistance issues.

1. Program Management and Oversight: The specialist is responsible for coordinating and monitoring activities necessary to attain specific results under the food, disaster and humanitarian assistance programs and manages all of USAID/Bangladesh's development assistance-funded activities as the AOTR. The specialist may be assigned management responsibilities over other selected Mission-funded food, disaster and humanitarian assistance programs, specifically those funded with Title II funds. S/he provides advisory inputs and constructive feedback to the grants and cooperative agreements s/he manages, exercising specific approval authorities as delegated by the Agreement Officer. The incumbent makes regular field trips and meets senior management and project officials of partner organizations to assess the progress of their activities toward achieving results. S/he will occasionally be required to make formal presentation and to speak publicly on USAID related projects. S/he will help manage and may participate in any formal program evaluations. S/he analyzes program performance data and contributes to periodic reporting documents such as the annual report, Operational Plan, semi-annual portfolio reviews, Congressional Notifications and technical notifications.

2. Strategic Planning and Program Design: The specialist provides direction, judgment, and input relating to program decisions on food aid, food security and disaster issues. The specialist suggests changes to program



strategy related to these areas when necessary. S/he actively participates in developing/revising the Operational Plan and performance monitoring plan. The specialist participates in major office decisions and helps define general program direction and priorities in food aid, food security and disaster/emergency response.

3. **Networking and Coordination:** The Advisor ensures that USAID's food, disaster and humanitarian assistance activities are coordinated as appropriate with other USAID offices and activities, particularly those activities under agriculture and health initiatives, as well as those of the Government of Bangladesh and other development partners. S/he establishes and maintains excellent working relationships with senior officials and representatives of the Government of Bangladesh, the donor community, and NGOs to enhance collaborative efforts to achieve mutual goals and objectives. This includes close collaboration and reaching project agreements with the Ministry of Local Governments, Cooperatives and Rural Development and the Ministry of Food and Disaster Management. S/he keeps partners informed of USAID trends and priorities. S/he represents USAID on the Local Consultative Group (LCG) Subgroup on Agriculture and Food Security.

4. **Gender:** Provides necessary inputs and suggestions for integrating gender issues into all food, disaster and humanitarian assistance activities, including for relevant Mission activity designs and activity approval documents, as well as in the preparation of statements of work (SOW) to procure technical assistance, training or other technical support from qualified implementers and in the review of proposals. As AOTR ensures that gender issues are properly addressed during project implementation and within the individual work plans of each grantee under his/her supervision. S/he provides support to the Mission Gender Advisor in ensuring that the FDHA team follows all mandatory gender requirements as outlined in the ADS as applicable.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

**Separation of Duties** - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.



**Individual Accountability** - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

**Need to Know** - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

**1. Education:** A Bachelor degree from a recognized university in Economics, Statistics, Social Science, International Relations, Business Administration/Management or agriculture or a closely related development field is required. Possession of Disaster Management Training Certificate from international/recognized institution is desirable. *(You must attach a copy of your certificate along with your application form.)* **20 points**

**2. Prior Work Experience:** Progressively responsible experience in management and accountability of development and relief activities through food aid in combination with other resources or livelihoods activities, and knowledge of PL-480 Title II requirements and procedures is desirable. At least five years of experience working with government and/or donor organizations is required. Experience in United States Government (USG) response mechanisms and implementing organizations, situation reporting, and related relief and rehabilitation efforts is required. **35 points**

**3. Knowledge:** A thorough knowledge of host government, international NGOs, foreign government and donor agency policies, laws, regulations, and operational procedures related to food security and food aid, with particular understanding of Title II supported activities; donor project documentation, design and implementation procedures; and Government of Bangladesh (GOB) food supply and distribution systems. Knowledge of GOB and donor agency policies and regulations relating to disaster management. Knowledge of gender in development principles and demonstrated experience in their application. **20 points**

**4. Skills and Abilities:**

Ability to develop and maintain an extensive range of contacts in GOB, donor agency and NGO sector circles.



- Good interpersonal relationship skills.
- Ability to network with a variety of different organizations that often possess differing views on the subjects of food security, food aid and disaster response and management.
- Ability to interact with the local government authorities, local NGO staff and citizen groups.
- Ability to work well and take initiative with minimal supervision.
- Ability to articulate programs and represent USAID policy positions at senior levels with the GOB, NGOs, and other donors.
- Good writing skills.
- Excellent word processing, spreadsheet, and internet skills.

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level IV. At this level an employee is required to possess a high degree of proficiency in both written and spoken English,

Current employees serving a probationary period are not eligible to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is one year.

#### **TO APPLY:**

**Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.**



## [Application Form OF-612](#)

**All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.**

**A copy of educational or trade school certificate.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: HRO  
Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

### **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

Clearance: Marty D. George, Supvy EXO: \_\_\_\_\_